



EQUAL OPPORTUNITY
COMPLIANCE



EQUAL OPPORTUNITY COMPLIANCE (EOC) SYSTEM PRIME CONTRACTOR/CONSULTANT USER MANUAL



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TABLE OF CONTENTS

INTRODUCTION.....	1
1 BUSINESS FLOW OF CONTRACTS IN EOC.....	2
2 EOC ACCESS	3
3 BIDDER OPPORTUNITY LIST	4
3.1 SETUP UP SUBCONTRACTOR CONTACTS.....	4-7
3.2 SETUP BIDDERS OPPORTUNITY LIST	8-10
4 SETUP SUBAGREEMENTS.....	11-12
5 DBE COMMITMENTS.....	13
5.1 REPORT A DBE COMMITMENT.....	13-15
5.2 REVISE A DBE COMMITMENT	16-17
5.3 REPORT ZERO DBE UTILIZATION	18
6 PAYMENTS	19
6.1 REPORT A DBE SUBPAYMENT	19-22
6.2 REPORT A NON-DBE SUBPAYMENT.....	23-24
6.3 REVISE AN EXISTING DBE SUBPAYMENT	25-27
6.4 REVISE A NON-DBE SUBPAYMENT	28-29
6.5 RELEASE RETAINAGE WHEN MAKING FINAL SUBPAYMENT.....	30-31
6.6 UNCHECK A FINAL SUBPAYMENT	32-33
7 CALCULATIONS OF 60% MATERIAL SUPPLIER IN EOC.....	34
7.1 REPORT 60% CODE DBE COMMITMENT.....	34-35
7.2 REPORT 60% CODE DBE SUBPAYMENT.....	36-37
8 CONCEPTS OF PAYADJUSTMENTS.....	38-40
9 LOCAL AGENCY CONTRACTS.....	41
10 REPORTS	42
10.1 KEY REPORTS	42-47
10.2 OTHER USEFUL REPORTS.....	47-49
GLOSSARY	50
EOC FAQs.....	51
EOC USEFUL LINKS.....	52

INTRODUCTION

The Equal Opportunity Compliance (EOC) is a web based application designed to manage the DBE Program and ensure compliance of DBE/MBE reporting. The EOC Contractor/Consultant module is for **Prime Contractors and Consultants** statewide to report their **Bidder Opportunity List, DBE Commitments, and DBE/MBE Subpayments**. The Prime Contractor/Consultant is responsible for DBE/MBE reporting on **Construction, Maintenance, Professional Services and Local agency contracts**.

Once the Prime Contractor/Consultant is awarded a FDOT contract, the diagram below provides a quick snapshot of the sequence of steps they are required to perform in order to be compliant in EOC.



The purpose of this manual is to provide information for **Contractor/Consultant** users on how to use the EOC system in submitting Bidders Opportunity List, DBE Commitments and DBE/MBE Payments. Items discussed in the manual include:

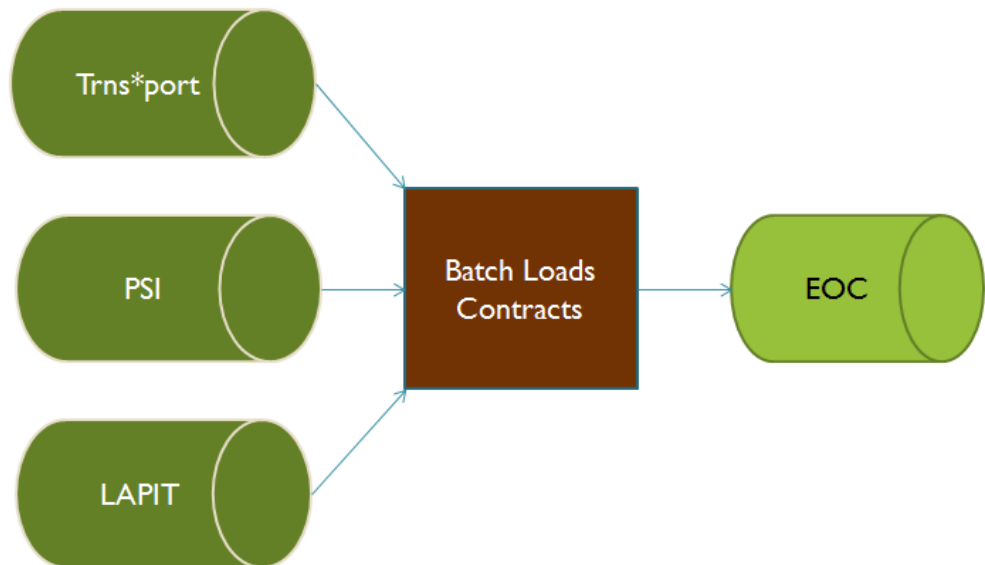
- **Brief Overview of how contracts get into EOC**
- **Request EOC Access**
- **Create Bidders Opportunity List & Subcontractor list**
- **Create Sub agreements**
- **Create DBE Commitments/Anticipated DBE Participation**
- **Report DBE/MBE Payments(new payments, revise existing payments, retainage etc)**
- **Report DBE Commitments and Payments with 60% material supplier code**
- **The Concept of Pay adjustments**
- **Local Agency Contracts**
- **Run Adhoc EOC reports**

1. BUSINESS FLOW OF CONTRACTS IN EOC

Contracts in EOC get imported into the application by batch programs that run nightly. These batch jobs add and update contracts from the following three enterprise applications which are **Trns*port**, **PSI** and **LAPIT**.

- **Trns*port**: source for Construction/Maintenance contracts
- **PSI**: the source for Professional Service contracts
- **LAPIT**: the source for Local Agency contracts

Business Flow - Contracts



2. EOC ACCESS

Prime Contractors/Consultants that do not have an EOC userid and password will need to fill out the EOC access form; form is located -> [CLICK HERE](#). Please fill out the form and send it to EOOHelp@dot.state.fl.us. The form can also be located at the link->

<http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm>

PDF FORM

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**Equal Opportunity Compliance System Access Request
New Contractor & Consultant Users**

Equal Opportunity Office

The Florida Department of Transportation, Equal Opportunity Office has been charged with requirements of reporting Disadvantaged Business Enterprise information to the U.S. Department of Transportation, Federal Highway Administration (FHWA) according to the new 49 Code of Federal Regulations Part 26. The Equal Opportunity Compliance (EOC) System was developed to collect, review and report DBE commitments, payments and the bidder opportunity lists. In order to have access to the web based EOC System, please fill out the information below.

If you are a Prime Contractor/Consultant on a project and will be submitting Payments, DBE Commitments & Bidder Opportunity list in EOC, please complete the following information:

New User Information:

User's First and Last Name (Required):

User's Phone (Required):

User's Email Address (Required):

User's Address (Required):

Street Address City State Zip

By signing below, I certify that I have read and understand that I am subject to all the provisions of:

- Chapter 119, Florida Statutes - Public Records
- Section 281.501, Florida Statutes - Safety and Security Services
- Chapter 287, Florida Statutes - Communications and Data Processing
- Section 289.218, Florida Statutes - Security of Data and Information Technology Resources
- Chapter 815, Florida Statutes - Computer Related Crimes
- Procedure 900-000-002 - Distribution of Exempt Public Documents Concerning Department Structures and Security System Plans.

I understand that every user is responsible for systems security to the degree that his or her job requires the use of information and associated systems. All users are responsible for using information resources only for the purposes for which they are intended, to comply with all controls established by information resource owners and custodians and for protecting sensitive information against unauthorized disclosure. I also understand that it is the user's responsibility to protect all of his or her passwords from being disclosed and to refuse to accept any other user's password. I, personally, and as the representative of the above entity, fully understand the exempt nature of the public records to which I have access and agree to maintain the exempt status of this information in accordance with Florida law.

User's Signature (Required): Date (Required):

Federal Tax Id Number (Required):

Company Name (Required):

Company Phone number (Required):

*Company Rep. Signature (Required): *Company Rep. Name (Required):

*Note: Company Rep Signature & Rep Name is the Authorized Representative of the Company.

Date of Signature (Required):

Fax completed Form to (860)414-4879 or Email to: EOOHelp@dot.state.fl.us
Forms will be processed 8 AM - 4:30 PM, EST, Monday - Friday excluding holidays

3. BIDDER OPPORTUNITY LIST

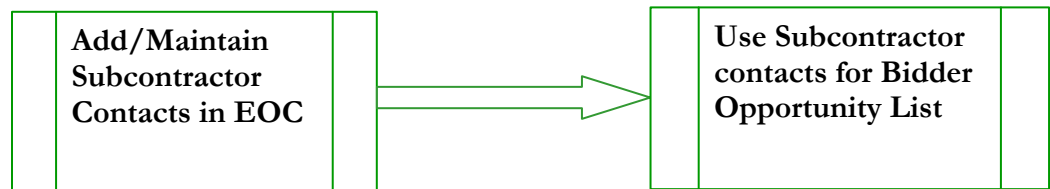
Bidder Opportunity List is a list of vendors that you often get quotes for your bidding. Contractors/Consultants should complete the Bidder Opportunity list in EOC within **3 business days** of submission of the bid proposal.

NOTE: The Bidder Opportunity submission in EOC closes after **30 days from contract execution**, this means that EOC will not allow user to submit their Bidder Opportunity after 30 days from the time the contract was executed.

Before setting up your bidder's opportunity list, your first step is to setup your **Subcontractor Contacts** list. The **Subcontractor contact** list is more like a black book or address book that enables the user to setup their Subcontractors or Sub-consultants for their Bidders list.

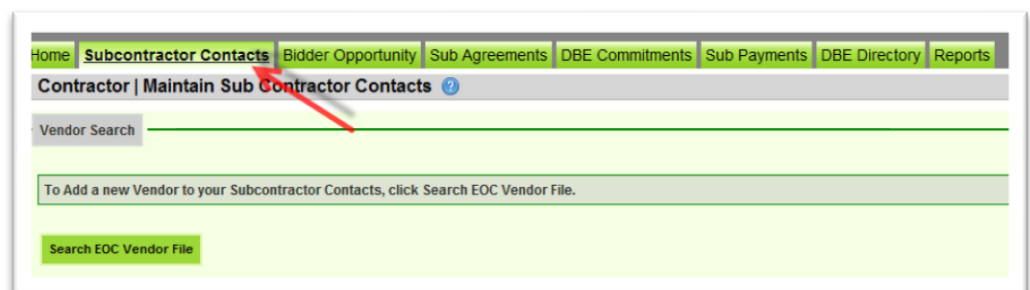
NOTE: Once you setup your subcontractor contact list, you can reuse it for other bids in the future. You don't have to set them up again.

3.1 SET UP SUBCONTRACTOR CONTACTS



To setup your Subcontractor Contacts, perform the following steps:

- Click the **Subcontractor Contacts** tab



- Select **Search EOC Vendor File** button

Home Subcontractor Contacts Bidder Opportunity Sub Agreements DBE Commitments Sub Payments DBE Directo

Contractor | Maintain Sub Contractor Contacts ?

Vendor Search

To Add a new Vendor to your Subcontractor Contacts, click Search EOC Vendor File.

Search EOC Vendor File

- Enter either the Vendor ID or Vendor Name. When searching by Vendor ID; put an **F** at the beginning of the vendor id# (e.g. **F123456789**)

Find Subcontractor

Vendor Search

Vendor ID #:

F651156091

Find Subcontractor

Vendor Search

Vendor ID #:

Name:

OR

Search on either Vendor ID or Vendor Name. The Vendor ID must be fully entered. A partial name may be entered and either Begins With or Contains must be selected. The Search EOC Vendor File button will look for vendors already used in EOC, the Extended Search of Master Vendor file will look at the entire FDOT vendor directory.

Begins With Contains

Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'

Search EOC Vendor File **Extended Search of Master Vendor**

- Next, click the **Search EOC Vendor File** button or **Extended Search of Master Vendor** button
- Click **Select** beside the desired firm

Showing item 1 of 1

Select	Vendor ID	Vendor Name
<u>Select</u>	F061792923	5 STAR ENTERPRISE INCORPORATED

- Select the **Add Selected Vendors** button

Vendor(s) Selected:

Remove	Vendor ID	Vendor Name	MBE	DBE
Remove	F200531542	PAUL PATRICK ELECTRIC INC	No	Yes


Add Selected Vendors **Cancel**

- To add the Specialty Code (type of work), Select the **Add New Specialty code** link choose the desired Specialty code from the drop down box.

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

[Remove](#) [Remove](#) **Specialty Code**
Select Specialty


[Add New Specialty Code](#) 

- Click the **Save** button when done

F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

[Remove](#) [Remove](#) **Specialty Code**
030000 - HIGHWAY ROADWAY DESIGN
070200 - LIGHTING

[Add New Specialty Code](#) 

[Save](#) [Reset](#)

- You will get a notification that your contacts have been added. Click **Ok** when done.

Home Subcontractor Contacts Bidder Opportunity Sub Agreements DBE Commitments Sub Payments

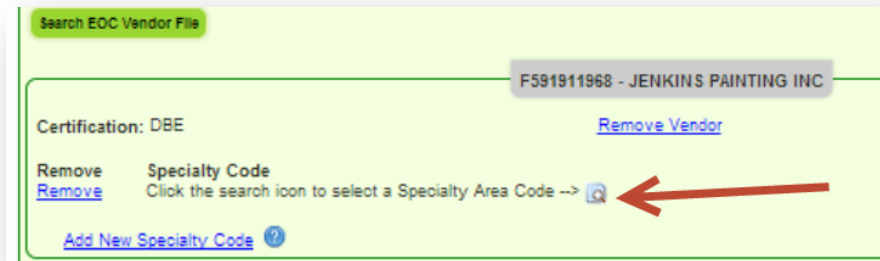
Contact modifications have been saved.

 [OK](#)

NOTE: You can also select the specialty code by clicking the *magnifying glass* to search the code by description.

- ❖ **Side note:** To use the Magnifying glass to select the specialty code, perform the following steps->


- Select the magnifying glass icon




Search EOC Vendor File

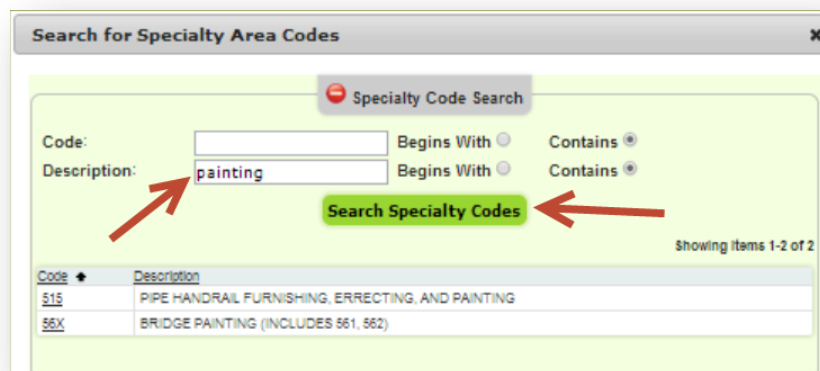
F591911968 - JENKINS PAINTING INC

Certification: DBE [Remove Vendor](#)

[Remove](#) Specialty Code
Click the search icon to select a Specialty Area Code --> 

[Add New Specialty Code](#) 

- Enter description in the description box. Next, click the **Search Specialty codes** button.



Search for Specialty Area Codes

Specialty Code Search

Code: Begins With ☐ Contains ☒

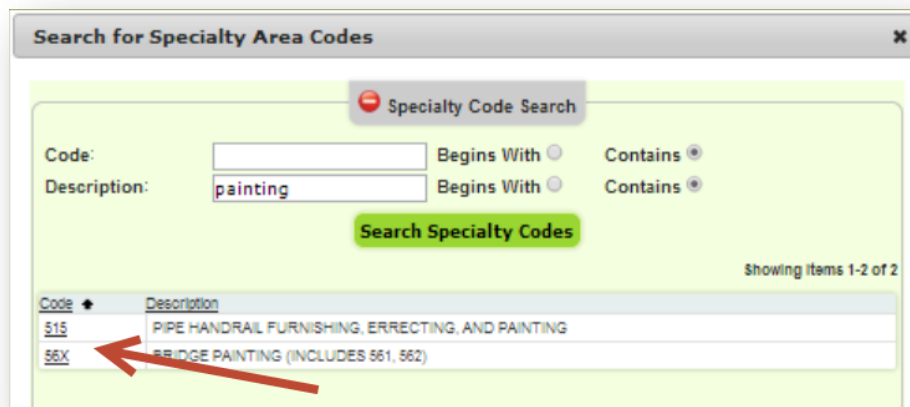
Description: Begins With ☐ Contains ☒

[Search Specialty Codes](#)

Showing items 1-2 of 2

Code	Description
515	PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
56X	BRIDGE PAINTING (INCLUDES 561, 562)

- Select the desired code when it populates.



Search for Specialty Area Codes

Specialty Code Search

Code: Begins With ☐ Contains ☒

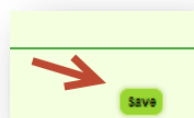
Description: Begins With ☐ Contains ☒

[Search Specialty Codes](#)

Showing items 1-2 of 2

Code	Description
515	PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
56X	BRIDGE PAINTING (INCLUDES 561, 562)

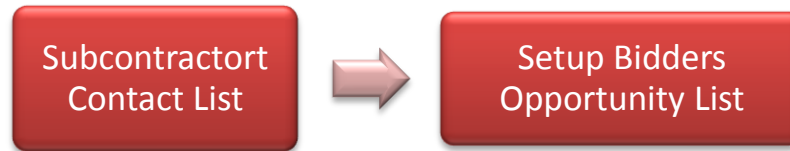
- Click the **Save** button when done.



[Save](#)

3.2 SET UP BIDDERS OPPORTUNITY LIST

After setting up your **Subcontractor Contacts list**, you can proceed to the Bidders List tab. This section will show you how to report your Bidder opportunity list.



- Enter **proposal ID** in the Proposal ID box. You can also search by using Proposal Category drop down to select the Contract category, advertise dates and district fields.

Enter a Proposal ID OR Select a Proposal Category and select any of the optional fields (Start Dates, End Dates, District) to search the available Proposals.

Proposal ID / LAP Agreement ID (Required):

- OR -

Proposal Category (Required):
CONSTRUCTION

Begin Advertise Date:

End Advertise Date:

District:
ALL

- Next, Click **Search** button
- A set of proposal IDs is displayed, **Click** on the desired proposal ID

Proposal ID	Advertise Date	Description
A1234	9/26/2010	description
D4180	6/22/2005	SR-736/Davie
E1C13	2/28/2001	SR 45 (US 41)
E1C30	4/26/2001	MINI-REHAB (
E1C34	4/26/2001	SCOUR COUN

First Page 1 2 3 4 5

- Select the **Add Subcontractors** button on the Proposal Summary screen.

Proposal Summary for Proposal: A1234 - description

Advertisement Date: 9/26/2010
Total Number of Subs: 0
Total Number of DBEs: 0

Add Subcontractors ?
Submit with No Subcontractor

NOTE: If you don't have Subcontractors, select the **Submit with No Subcontractor** button.

- After selecting **Add Subcontractors** button, you will notice that the Subcontractors that you setup in your **Subcontractor Contacts** tab page will be displayed.

Home | **Bidder Opportunity** | Sub Agreements | DBE Commitments | Sub Payments | DBE Directory | Subcontractor Contacts | Reports

Contractor | Bidder Opportunity | Create New Bidder Opportunity List

[Back to Proposal Search](#)

Proposal Summary for Proposal: E1B86 - Highlands County

Advertisement Date: 11/23/2000
Total Number of Subs: 0
Total Number of DBEs: 0

Add Subcontractors ?
Submit with No Subcontractor

Step 1: Select Subcontractor(s)

The Selected Subcontractors list can be populated from the Subcontractor Contacts or by searching the master vendor file by Vendor ID or Name and selecting from those results.

Search Master Vendor File

Select from Subcontractor Contacts

F593685527 - ANGCO INC
F591911968 - JENKINS PAINTING INC

Selected Subcontractor(s)

- Select the desired sub and click the **plus** arrow (➕) to add it. -> **(Helpful tip: To select multiple vendors, hold down Shift key on keyboard and click the subs you want to add)**

Select from Subcontractor Contacts

F200531542 - PAUL PATRICK ELECTRIC INC

Selected Subcontractor(s)

Continue **Reset**

- Click the **Continue** button

- Click the **Save and Submit to FDOT** button when done and ready to submit to FDOT. However, if you are not ready to submit to FDOT but would like to save, click the **Save Do Not Submit to FDOT**.

F133386737 - SMITH & WESSON CORP.

Certification: None [Remove Vendor](#)

Remove [Remove](#) NAICS [Add New NAICS](#) [Specialty Code](#)

[Save and Submit to FDOT](#) [Save and Do Not Submit to FDOT](#) [Reset](#)

- Click **Ok** when confirmation message displays.



NOTE: If you clicked the **Save Do Not Submit to FDOT**, the proposal will still appear in your Unsubmitted list. You can make edits to it.

To Edit an Existing list, choose selection criteria and select proposal from list.

Show Me:
☒ Proposals with unsubmitted Bidder Opportunity List
☐ All Proposals

Showing item 1 of 1

Proposal ID	Advertise Date	Description
E1D93	10/2/2003	US 27

- To view and print your Bidders List submission, you can run the **Bidder Opportunity List Report** located in the Reports tab.

Home Subcontractor Contacts Bidder Opportunity Sub Agreements DBE Commitments Sub Payments DBE Directory Lookups **Reports**

Reports

Report Menu [Bidder Opportunity List Report](#)

Select a report from the Report Menu

4.0 SETUP SUBAGREEMENTS

The **Sub agreement tab** in EOC is where the Subcontractor(s)/Subconsultant(s) are setup in preparation for DBE Commitments, DBE/MBE Payments reporting. The diagram below outlines the basic process flow of steps the user needs to accurately do their reporting in EOC.



To setup your Sub agreements, perform the following steps:

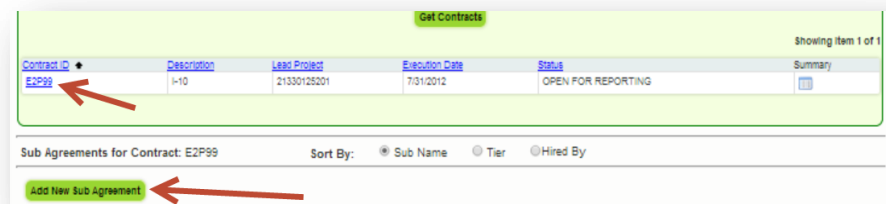
- Select the **Sub Agreements** tab



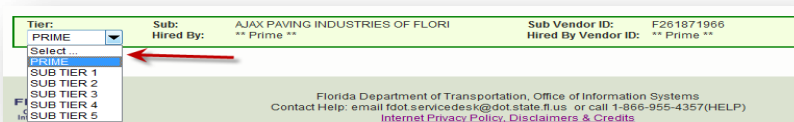
- Enter the **contract ID** in the contract id box



- Click the **Get Contracts** button
- Select the **contract id** and click the **Add New Sub Agreement** button



- Select the **Tier Level** in the drop down box



NOTE: Tier level defaults to 1st tier; select the tier level by selecting the drop down arrow on the tier level. 1st tier sub is directly hired by the Prime; 2nd tier is hired by the first level sub, 3rd tier is hired by the second level sub; etc). Select Prime when the **Prime is a DBE** as they have to set themselves as a Sub for DBE reporting.

- Next, click **Select Sub** button to add your Sub

Tier: Select ... Sub: Click Select Sub Sub Vendor ID: N/A
Hired By: Click Select Hired By Hired By Vendor ID: N/A
Select Sub
Select Hired By
Delete

- You can search by either the Vendor ID # or the Name of the desired Sub. If the Vendor ID is used, it must be fully entered beginning with an **F** at beginning. (A partial name may be entered and either *Begins With* or *Contains* must be selected).

Vendor Search
Vendor ID #: F650469324
Name:
Begins With Contains
Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'
Search EOC Vendor File Extended Search of Master Vendor

- Click on the **EOC Vendor File** search button. If firm doesn't populate, then click on the **Extended Search of Master Vendor** button

Vendor Search
Vendor ID #: F650469324
Name:
Begins With Contains
Note: 3 character min when using 'Begins With', 5 character min when using 'Contains'
Search EOC Vendor File Extended Search of Master Vendor

- Choose the vendor by clicking **Select**

Available Vendor(s):
Select Vendor ID Vendor Name
Select F650469324 A2 GROUP INC

- Click the **Save** button when done

5.0 DBE COMMITMENTS IN EOC

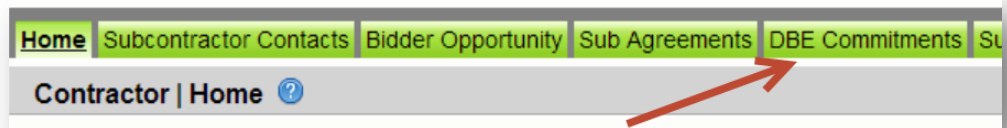
Now that your **Sub agreements** have been setup, you can now report your DBE commitments. DBE Commitment is the **DBE Participation Percentage** or Subcontract that you have with your DBE Subcontractors/Subconsultants. Reporting your DBE Commitment is the initial step you have to perform before reporting DBE payments. **We strongly encourage our EOC users to report DBE Commitments for their Sub(s) as this will have an impact on their DBE Letter Grades. DBE Letter Grades are based on what the Prime reports under the DBE Commitment tab.**

NOTE: DBE Commitment reporting is only applicable to **DBE Subs**.

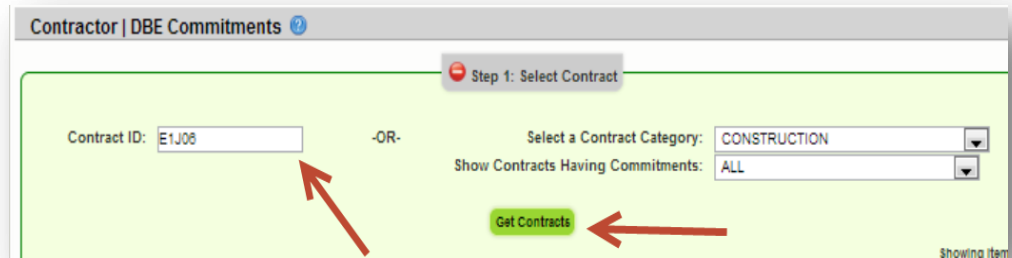


5.1 REPORT A DBE COMMITMENT

- ❖ To report a DBE Commitment, perform the steps below:
 - Click the **DBE Commitments** tab. (You can also use the DBE commitment link on the sub agreement screen to get to the DBE commitment tab).



- Enter **Contract id** in the contract id box (you can also use contract category to locate your contract). Next, click **Get Contracts** button.



- Select **Sub**

Step 2: Select Sub

Sub Name ↑

C FULLERTON SOD & LANDSCAPING CO INC

JASONS HAULING INC

- Click the **Add New Commitment** button.

Step 3: Maintain Commitment Details for Sub Agreement with: ROAD RUNNER HIGHWAY SIGNS INC

Add New Commitment

Action: No Change

NAICS: 237310 - Highway, Street, and Bridge Constr

Specialty Code: 700 - HIGHWAY SIGNING

Submit Date: 4/19/2011 Date Reported: 4/1/2011 Status: READY TO INCLUDE INTO REPORT

- Select the work type Sub is performing by picking **NAICS** from the NAICS dropdown and **Specialty code** from the Specialty code drop down.

Step 3: Maintain Commitment Details for Sub Agreement with: JENKINS PAINTING INC

Show Commitments with Status: ALL

Add New Commitment

Action: Add

NAICS: 238990 - All Other Specialty Trade Contractors

Specialty Code: Select Specialty

Status: IN-WORK

Contract Category: CONSTRUCTION

NOTE: The **NAICS** is the work type the firm is certified to do work. If you don't know the type of work that the Sub is performing on the project, please contact your project manager as you will need it for DBE Commitments and DBE Payment reporting.

- Next, enter the **Commitment Amount (DBE Percentage)** in the Commitment box and select the contract category to choose the type of contract.

Specialty Code: 3XX - ASPHALT PAVING - ROADWAY (INCLUI

Commitment Amount: 5000

Status: IN-WORK

DBE Credit: N/A

Contract Category: CONSTRUCTION

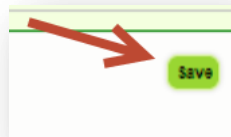
- Select the **Submit** checkbox

Add New Commitment

Action No Change	NAICS 238990 - All Other Specialty Trade Contractor	Specialty Code 530 - RIPRAP	Commitment Amount \$3,000.00 *	Details
<input type="checkbox"/> Delete	Submit Date: N/A Submit: <input type="checkbox"/>	Date Reported: N/A	Status: UNSUBMITTED BY PRIME VENDOR	DBE Credit: \$3,000.00
Contract Category: CONSTRUCTION				

Required fields are marked with *

- Click **Save** button



- Click **OK** when confirmation that sub has been saved is displayed

Commitments for Contract: E7G64, have been saved.

OK

- To view or print out the DBE Commitments you have submitted, proceed to the report section and run the **Contract Commitment details** report.

Reports

Report Menu

- Bidder Opportunity
 - [Bidder Opportunity List Report](#)
- Contract
 - [Contracts Not Reported](#)
 - [Contracts Not Reported Active](#)
 - [Contract List Report](#)
 - [Contract Profile Report](#)
 - [Commitment Payment Comparison Report](#)
- DBE Commitments
 - [Contract Commitment Details Report](#)

Report Criteria for the Contract Commitment Details Report

Contract ID: *

Submit

Good Job! You have just reported your DBE Commitment(s)



5.2 REVISE A DBE COMMITMENT

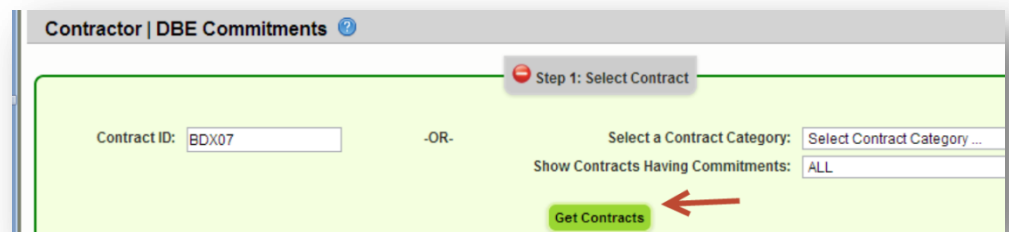
If you need to increase or decrease an existing **DBE Commitment** that has already been submitted, user will need to create a new adjustment record. Also if the DBE is no longer on the project, then user will have to create an adjustment record to zero out the DBE Commitment.



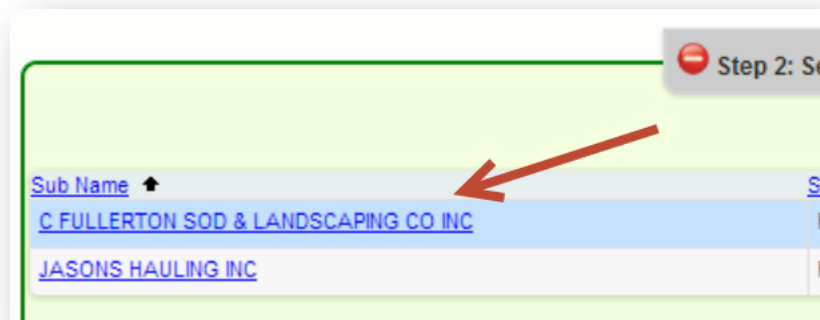
- ❖ To revise a DBE Commitment, perform the steps below:
- Click the **DBE Commitments** tab



- Enter **Contract id** in the contract id box. Next, Click **Get Contracts** button



- Select **Sub**



- Click the **Add New Commitment** button to create an adjustment DBE Commitment record

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	\$80,000.00*
Delete	Submit Date: 10/1/2011	Date Reported: 10/1/2011	Status: READY TO INCLUDE INTO REPORT
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: \$80,000.00

- Select the same **NAICS** and **Specialty code** as the record being adjusted so changes are reflected correctly. Next, enter the adjusting DBE Commitment amount. (E.g. amount would be negative if you need to cancel out; if you need to decrease/increase it, enter difference.)

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	-80,000*
Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: N/A

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	\$80,000.00*
Delete	Submit Date: 10/1/2011	Date Reported: 10/1/2011	Status: READY TO INCLUDE INTO REPORT
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: \$80,000.00

- Select the **Submit** checkbox and Click **Save**

Step 3: Maintain Commitment Details for Sub Agreement with: JASONS HAULING INC

Show Commitments with Status: ALL

Add New Commitment

Action	NAICS	Specialty Code	Commitment Amount
Add	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	-80,000*
Delete	Submit Date: N/A	Date Reported: N/A	Status: IN-WORK
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: N/A

Action	NAICS	Specialty Code	Commitment Amount
No Change	484220 - Specialized Freight (except Used G	TRK - TRUCKING FIRMS	\$80,000.00*
Delete	Submit Date: 10/1/2011	Date Reported: 10/1/2011	Status: READY TO INCLUDE INTO REPORT
	Submit: <input checked="" type="checkbox"/>	Contract Category: CONSTRUCTION	DBE Credit: \$80,000.00

Save **Reset**

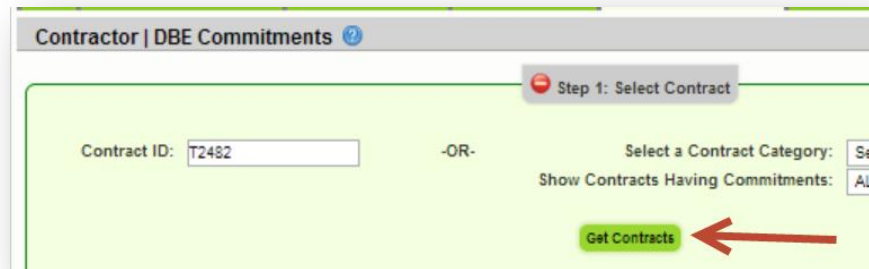
5.3 REPORT ZERO DBE UTILIZATION

If you **are not** using any DBE Subcontractors/Sub-consultants on your project, you are required to report zero DBE utilization in EOC by performing the following steps:


- Click the **DBE Commitments** tab and enter contract id in the contract box



- Next, Click **Get Contracts** button

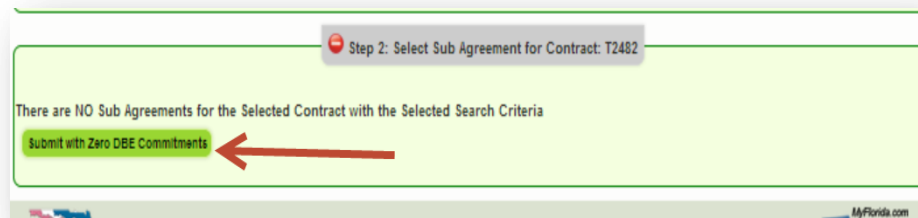


- **Select** the contract id by clicking on it



Contract ID	Description	Lead Project	Execution Date	Status	Summary
T2482	SR 9A (I-295)	20916875201	8/7/2013	OPEN FOR REPORTING	11

- Next, click the **Submit with Zero DBE Commitments** button as shown below



- Confirmation that sub has been saved is displayed, Click **OK**

NOTE: If you get DBE Subs on the Project, you can always setup your Subagreements and then report your DBE Commitment.

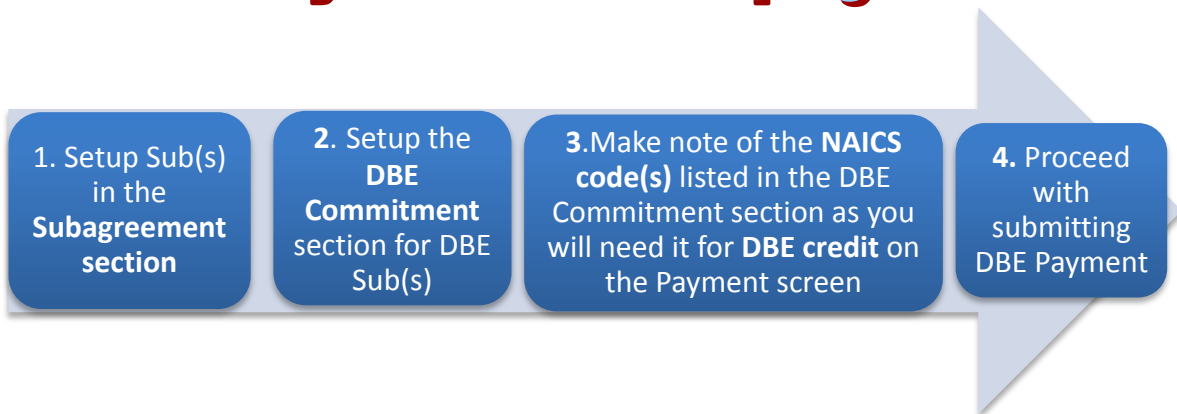
6.0 PAYMENTS

Once the Prime pays their Subcontractor(s)/Subconsultant(s), they need report the payment(s) accordingly in EOC. Payment reporting in EOC is for **DBE and MBE Subcontractor(s)/Subconsultant(s)**.

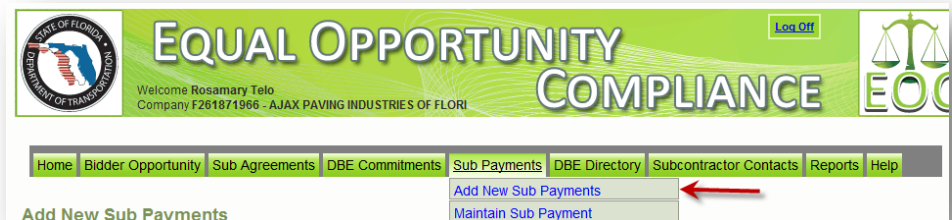
6.1 REPORT A DBE SUBPAYMENT

After performing your DBE payment housekeeping steps, you can proceed to reporting your DBE payment(s). Below is a set of instructions that will guide you on how to report your DBE Sub Payments.

DBE Payment Housekeeping



- Select the **Sub payments** tab
- Select **Add New Sub payments**



- Enter **Contract ID** in the contract id box (you can also use Contract Category drop down to search)

- Click the **Get Contracts** Button



- Select **Contract id** by clicking on it

Add New Sub Payments

Step 1: Select Contract

Contract ID: -OR- Select a Contract Category:

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

Showing item 1 of 1

NOTE: The summary icon shown below gives a summary of the contract

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
T4036	SR 845 (Powerline Rd) - Broward Co Line to Glades	22981215201	8/11/2004	OPEN FOR REPORTING	

Showing item 1 of 1

- Click on the desired Sub to add payments

Step 2: Select Sub Agreement

Sub	Sub Vendor ID	Hired By	Tier	Summary
JASONS HAULING INC	F593219239	AJAX PAVING INDUSTRIES OF FLORI	01	
ROAD RUNNER HIGHWAY SIGNS INC	F650506853	AJAX PAVING INDUSTRIES OF FLORI	01	
ROMINE CONSTRUCTION LLC	F208136493	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-3 of 3

- The Payment Summary screen is displayed as shown below. Enter the details in the Payment summary.

- ❖ Below is a description of the payment fields. The fields with the **asterisk*** are required fields.

Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

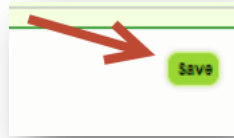
- Next, Click the **Add Payment Detail** button to add the **NAICS/Specialty codes** and **DBE credit amount**. Payment detail is where you claim the DBE credit on the payments. The **DBE Credit amount** is the payment amount that is being claimed for **DBE Credit**.

Once the submit button is checked, the record is not editable. It is sent to the Districts staff for review

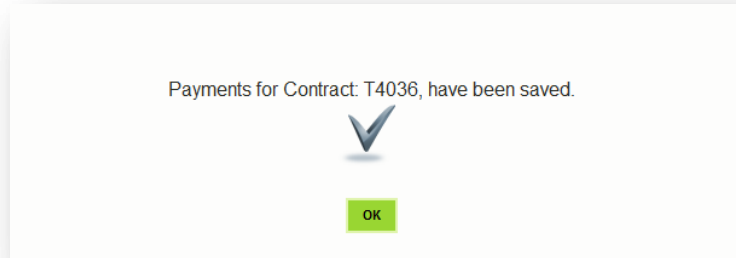


Make sure to use the **same NAICS and Specialty code** for both your **DBE Commitments and DBE Payments** reporting. **Tip:** Run the Contract Commitment details report to view the NAICS reported for the DBE Commitment.

- Click **Save** button when done



- A confirmation that payment has been saved will be received. Click **Ok**.

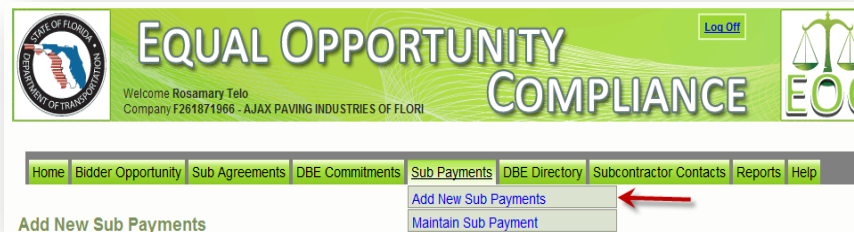


6.2 REPORT A NON-DBE SUBPAYMENT (MBE)

Subcontractor

Once the Prime pays their MBE **Subcontractor(s)/Subconsultant(s)**, they need report the subpayment(s) in EOC. Below is a set of instructions that will guide you on how to report your MBE Sub Payments.

- Select the **Sub payments** tab
- Choose **Add New Sub payments** option



- Enter **Contract ID** in the contract id box (you can also use Contract Category drop down to search)

The screenshot shows the "Contractor | Add New Sub Payments" form. The first step is "Step 1: Select Contract". There are two input fields: "Contract ID:" and "Select a Contract Category:". The "Contract ID:" field is empty, and the "Select a Contract Category:" dropdown is set to "Select Contract Category ...". A red arrow points to the "Contract ID:" field. Below the fields is a green "Get Contracts" button.

- Click the **Get Contracts** button



- Click on the **Contract id**

The screenshot shows the "Add New Sub Payments" form after clicking the "Get Contracts" button. The "Contract ID:" field now contains "E7G64". Below the form is a table with the following data:

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

A red arrow points to the "Contract ID" column header. The table is titled "Showing item 1 of 1".

- Select the desired **Sub**

Sub	Sub Vendor ID	Hired By	Tier	Summary
JASONS HAULING INC	F593219239	AJAX PAVING INDUSTRIES OF FLORI	01	
ROAD RUNNER HIGHWAY SIGNS INC	F650506853	AJAX PAVING INDUSTRIES OF FLORI	01	
ROMINE CONSTRUCTION LLC	F208136493	AJAX PAVING INDUSTRIES OF FLORI	01	

- The Payment Summary screen will display as below. Enter the details in the Payment summary.

- ❖ Below is a description of the payment fields. The fields with the **asterisk*** are required fields.

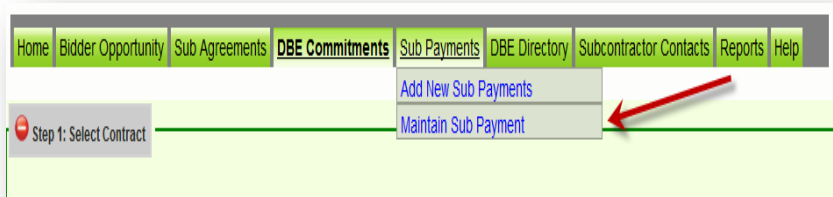
Fields	Description
Payment date*	Date when payment was made to sub
Work performed Begin Date*	Begin date is the service period that the Sub performed the work
Work Performed End Date*	End date is the service period that the Sub performed the work ended
Retainage	Amount withheld from Sub
Total payment	Amount paid to Sub
Payment Type	If regular payment or if it is an adjustment
Work complete Date(should be filled in when entire job is done)	Date when the entire work is complete for the Sub. When final payment is made, this date should be filled in.
Zero Dollar Payment	This is optional. It can be used if you don't have any payments to report for the month. Note: If you use this selection, you will need to specify the Zero Payment reason.

- Click **Save** button when done
- A confirmation that payment has been saved will be received. Click **Ok**.

6.3 REVISE AN EXISTING DBE SUBPAYMENT

NOTE: Once a DBE payment has been submitted, the record is locked. To revise a payment, the user needs to create an **adjustment record**. These revisions are done in the **Maintain Subpayment** option.

- Select the **Sub payments** tab
- Choose the **Maintain Sub payment**



- Enter **Contract ID** in the contract id box

The screenshot shows a form titled 'Step 1: Select Contract'. It has a 'Contract ID' field with the value 'E7G64' and a '-OR-' separator. To the right is a 'Select a Contract Category' dropdown menu. A green 'Get Contracts' button is at the bottom right.

- Click the **Get Contracts** button
- Select the **Contract id** by clicking on it

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

Showing item 1 of 1

- Click on the **Sub**

Sub Name	Sub Vendor ID	Hired By
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING II
JASONS HAULING INC	F593219239	AJAX PAVING II

- Select the **payment date** of the record that you would like to make revisions/adjustments

Step 3: Select Payment Summary

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period S
2/1/2012	4618.93	0.00		No	No	1/1/0001
2/1/2012	6653.91	0.00		No	No	1/1/0001
2/1/2012	4238.00	0.00		No	No	1/1/0001
2/1/2012	34.80	0.00		Yes	No	1/1/0001

- The **Maintain Payment** Information screen is displayed.

Step 4: Maintain Payment Information for Payment Summary on: 12/15/2011

Contract ID: E1J06 Sub: C FULLERTON SOD & LANDSCAPING CO INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Payment Summary

Payment Date: 12/15/2011 * Work Performed Begin Date: 11/1/2011 * Work Performed End Date: 11/30/2011 *

Work Complete Date: Total Payment Amount: \$40,904.89 Retainage Amount: Zero Payment Reason: Select Zero Payment Reason

☐ Zero Dollar Payment Payment Type: REGULAR

☐ Final Pay

Add Payment Detail

Payment Detail

☐ Delete ☒ Submit NAICS 561730 - Landscaping Services Specialty Code 580 - LANDSCAPE INSTALLATION Credit Amount \$40,904.89*

Comment: CONV You have 298 characters left.

Payment detail record

NOTE: Since the DBE payment has a **payment detail**, we need to revise the payment detail portion first. You do that by creating an adjustment payment detail record.

- Click **Add Payment detail** button

Add Payment Detail

Select SIM Pay Estimate

Payment Detail

☐ Delete ☒ Submit NAICS Select NAICS Specialty Code Select Specialty DBE Credit Amount

Comment: You have 300 characters left.

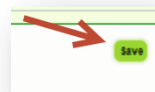
- **Next**, enter the same NAICS/ Specialty code as the record being revised, and then enter a **negative** for the DBE credit amount to zero it out. As shown, the adjustment record has the same NAICS and Specialty (e.g. *NAICS 561730 & Specialty 580*) as the record being adjusted with a negative adjustment amount.

The screenshot shows the 'Add Payment Detail' form. It has two sections for 'Payment Detail'. The first section has a 'DBE Credit Amount' of -40904.89. The second section has a 'DBE Credit Amount' of \$40,904.89. Red arrows point to the 'adjustment record' label, the 'Payment Detail' header, and the 'DBE Credit Amount' field.

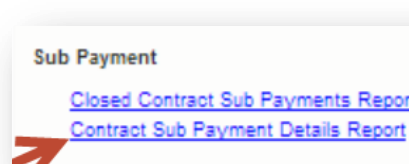
- Next, change the **Total Payment Amount** in the payment summary since the bottom portion is zeroed out

The screenshot shows the 'Step 4: Maintain Payment Information for Payment Summary' form. The 'Total Payment Amount' is set to 15,000. Red arrows point to the 'Total Payment Amount' field and the 'DBE Credit Amount' field.

- Click **Save** button when done



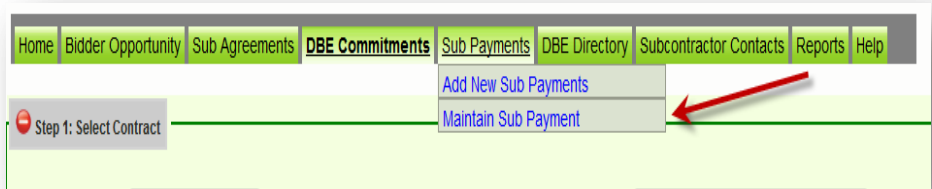
- To print out the revisions you have submitted, you can run the **Contract Sub Payment Details** report located in the Report tab.



6.4 REVISE AN EXISTING NON-DBE SUBPAYMENT

To revise a payment to a Non-DBE Sub you can use the delete checkbox. The steps below will assist you on how to delete a payment:

- Select the **Sub payments** tab
- Choose the **Maintain Sub payment**



- Enter **Contract ID** in the contract id box

The screenshot shows the 'Step 1: Select Contract' form. It has a 'Contract ID' field with the value 'E7G64' and an '-OR-' separator. To the right is a 'Select a Contract Category' dropdown menu with the text 'Select Contract Category ...'. Below these fields is a green 'Get Contracts' button.

- Click **Get Contracts** button
- Select the **Contract id** by clicking on it

The screenshot shows a table with the following data:

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

A red arrow points to the 'Contract ID' 'E7G64' in the first row. The text 'Showing item 1 of 1' is visible in the top right corner.

- Click on the **Sub**

The screenshot shows the 'Step 2: Select Sub Agreement for Contract' form. It displays a table with the following data:

Sub Name	Sub Vendor ID	Hired By
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING I
JASONS HAULING INC	F593219239	AJAX PAVING I

A red arrow points to the 'Sub Name' 'C FULLERTON SOD & LANDSCAPING CO INC' in the first row.

- Select the **payment date** of the record that you would like to make revisions/adjustments

Step 3: Select Payment Summary

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period
2/1/2012	4618.93	0.00		No	No	1/1/0001
2/1/2012	6653.91	0.00		No	No	1/1/0001
2/1/2012	4238.00	0.00		No	No	1/1/0001
2/1/2012	34.80	0.00		Yes	No	1/1/0001

- Click on the **Delete** checkbox as shown below in the payment summary

Step 3: Select Payment Summary for Sub Agreement with: CALVIN, GIORDANO & ASSOCIATES, Showing Items 1-2 of 2

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
2/21/2013	\$22,699.56		No	No	No	10/1/2012	11/30/2012
3/20/2013	\$11,349.20		No	No	No	12/1/2012	1/4/2013

Step 4: Maintain Payment Information for Payment Summary on: 2/21/2013

Contract ID: C9619 Sub: CALVIN, GIORDANO & ASSOCIATES, Tier: SUB TIER 1 Hired By: STANTEC INC.

Payment Summary

Payment Date: 2/21/2013 * Work Performed Begin Date: 10/1/2012 * Work Performed End Date: 11/30/2012 * ☐ Delete

Work Complete Date: ☐ Zero Dollar Payment Payment Type: REGULAR

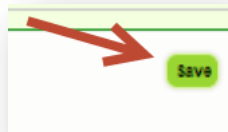
Total Payment Amount: \$22,699.56 Zero Payment Reason: ☐ Final Payment

Retainage Amount: Select Zero Payment Reason: Select PSI Pay Invoice ☐

Payment Detail

The Sub is not certified for any NAICS Codes for the Work Performed Dates entered and no commitments exist for this Sub Agreement so you cannot enter payment details.

- Click **Save** button when done



6.5 RELEASE RETAINAGE FOR FINAL SUBPAYMENT

Retainage is the amount withheld from the Sub. Retainage is entered in the retainage field as part of a payment entry. Retainage is released when user is making a **final** payment.

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 1/1/2013 * Work Performed Begin Date: 1/2/2013 * Work Performed End Date: 1/9/2013 *

Work Complete Date: Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 5000 Zero Payment Reason: Select Zero Payment Reason

Retainage Amount: 52.00

Add Payment Detail Select SIM Pay Estimate

❖ To release your retainage, please do the following steps:

➤ Go to **Subpayments** and Select **New Payment**

Home Bidder Opportunity Sub Agreements **DBE Commitments** Sub Payments DBE Directory Subcontractor Contacts Reports Help

Step 1: Select Contract

Add New Sub Payments

Maintain Sub Payment

➤ Enter your **contract id** in the contract id box

Step 1: Select Contract

Contract ID: E7G64 -OR- Select a Contract Category: Select Contract Category ...

Get Contracts

➤ Select the **Sub**

Step 2: Select Sub Agreement for Contract:

Sub Name *	Sub Vendor ID	Hired By
C FULLERTON SOD & LANDSCAPING CO INC	F592654296	AJAX PAVING I
JASONS HAULING INC	F593219239	AJAX PAVING I

- In the Payment Summary box, enter the retainage to date as a **negative amount** in the retainage field. Next, enter the **positive amount** of the retainage in the total payment amount as shown below:

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 01/01/2013 * Work Performed Begin Date: 01/03/2013 * Work Performed End Date: 01/04/2013 *

Work Complete Date: ☐ Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 52 Zero Payment Reason:

Retainage Amount: -52 Select Zero Payment Reason

- Next, **Mark your final payment** check box and enter work complete date

Step 3: Add New Payment Information for Sub Agreement with: SOUTHEAST ATTENUATORS INC

Contract ID: E4M52 Sub: SOUTHEAST ATTENUATORS INC Tier: SUB TIER 1 Hired By: WEEKLEY ASPHALT PAVING, INC.

Add Payment Summary

Payment Summary

Payment Date: 01/01/2013 * Work Performed Begin Date: 01/03/2013 * Work Performed End Date: 01/04/2013 * ☐ Del

Work Complete Date: 01/10/2013 ☐ Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: 52 Zero Payment Reason:

Retainage Amount: -52 Select Zero Payment Reason

Add Payment Detail ☒ Final Payment

Select SIM Pay Estimate

- Next, to claim DBE credit for the retainage, click on the **Add Payment Detail** button and enter DBE credit amount the same as the payment amount. Remember to select the NAICS/Specialty code work types as well.

Add Payment Detail Select SIM Pay Estimate

Payment Detail

☐ Delete ☒ Submit NAICS: 237310 - Highway, Street, and Bridge Constr Specialty Code: 200 - ROCK BASE DBE Credit Amount: 52*

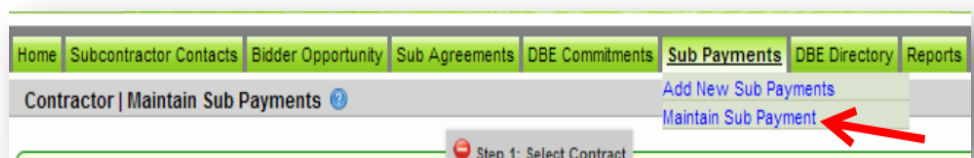
Comment: You have 300 character left.

NOTE: Once a user submits a final payment for a particular Sub agreement, they will no longer be able to submit further payments. However if they need to submit additional payments, they can unmark the final payment checkbox. To do so, they can refer to the next section that outlines on how to uncheck the Final Payment box.

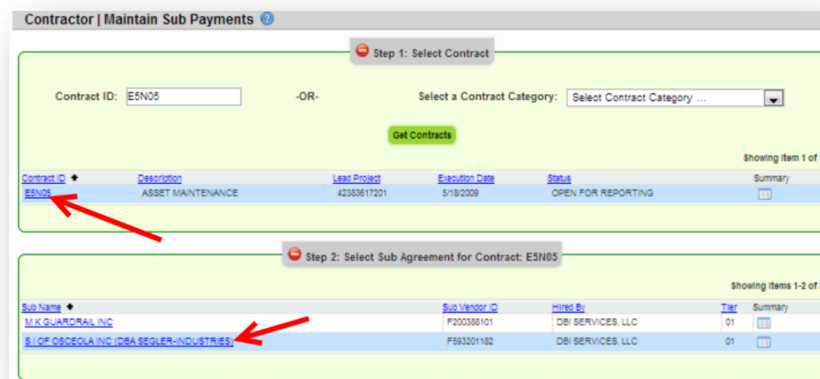
6.6 UNCHECK THE FINAL SUBPAYMENT BOX

The final payment checkbox should be selected when users are submitting their **final** invoice. In instances where users need to **uncheck** the final checkbox, below are the steps outlined:

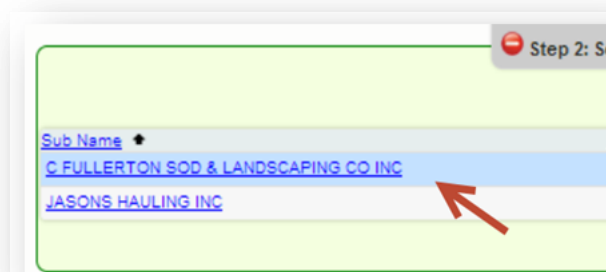
- Select the **Sub payments** tab
- Select **Maintain Sub payments**



- Enter **Contract ID** in the contract id box and click **Get Contracts** button



- Select the **Sub**



- Locate the **payment** that has **“Yes”** listed under Final payment column

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

Showing items 11-12 of 12

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
8/2/2012	\$6,759.15	\$0.00		No	No	7/1/2012	7/31/2012
8/2/2012	\$58,932.88	\$0.00		Yes	No	7/1/2012	7/31/2012

First Page 1 2 Last Page

- Select the **Payment date** accordingly

Step 3: Select Payment Summary for Sub Agreement with: S I OF OSCEOLA INC (DBA SEGLER-INDUSTRIES)

Showing items 11-12 of 12

Payment Date	Payment Amount	Retainage	Work Complete	Final Payment	Zero Dollar Payment	Work Period Start Date	Work Period End Date
8/2/2012	\$6,759.15	\$0.00		No	No	7/1/2012	7/31/2012
8/2/2012	\$58,932.88	\$0.00		Yes	No	7/1/2012	7/31/2012

First Page 1 2 Last Page

- Uncheck the **Final payment** box as shown below and Save

This Payment Summary cannot be edited unless Final Payment is unchecked and Payment Summary is saved.

Payment Date: 8/2/2012 * Work Performed Begin Date: 7/1/2012 * Work Performed End Date: 7/31/2012 * ☐ Delete

Work Complete Date: ☐ Zero Dollar Payment Payment Type: REGULAR

Total Payment Amount: \$58,932.88 Zero Payment Reason:

Retainage Amount: \$0.00

☒ Final Payment

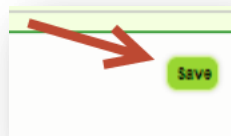
Payment Detail

☐ Delete NAICS 237310 - Highway, Street, and Bridge Con Specialty Code 430 - PIPE CULVERTS DEE Credit Amount \$58,932.88

☒ Submit Comment: CONV You have 296 characters left.

Uncheck

- Click **Save** button when done



7.0 CALCULATION OF 60% in EOC FOR DBE SUBS

This is applicable to material supplier codes. For work types/NAICs codes that are material supplier (**specialty code 220**), the prime will get DBE credit of 60%. In the **DBE Commitment** screen, the system will calculate the 60% based on what the user inputs for the DBE Commitment amount. However, on the **Payment side**, the system does not calculate the **60%**. Therefore, the user will have to manually put in the 60% in the payment detail for the DBE credit.

7.1 REPORT 60% CODE DBE COMMITMENT

To enter a material supplier DBE Commitment, perform the steps below:

- Click on the **DBE Commitments** tab and enter contract id in the contract box

Home | Bidder Opportunity | Sub Agreements | **DBE Commitments** | Sub Payments | DBE Directory | Subcontractor Contacts | Reports

Contractor | Add DBE Commitments

Step 1: Select Contract

Contract ID: BDT74 -OR- Select a Contract Category: Select Contract Category ...

Show Contracts Having Commitments: ALL

Get Contracts

Contract ID	Description	Lead Project	Execution Date	Status	Summary
BDT74	CENTRAL FLORIDA- Station finishes	41299435201	2/24/2012	OPEN FOR REPORTING	

- Select **Get Contracts** button
- Click the **Add New Commitment** button

Step 3: Maintain Commitment Details for Sub Agreement with: ROAD RUNNER HIGHWAY SIGNS INC

Add New Commitment

- Select the **NAICs** from the NAICs dropdown and **Specialty code** from the Specialty code drop down. Next, enter **DBE commitment** amount.

Action: Add

NAICS: 423610 - Electrical Apparatus and Equipment

Specialty Code: 220 - MATERIAL SUPPLIER - WHOLESALE

Commitment Amount: 5000*

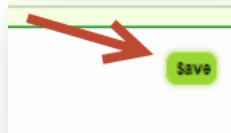
Delete: ☐ Submit Date: N/A Date Reported: N/A Status: IN-WORK DBE Credit: N/A

Submit: ☒ Contract Category: CONSTRUCTION

NOTE: The EOC system **will** calculate the 60% based off the DBE Commitment amount you put in. For instance, the System calculated the 60% based off the **\$5,000** and now DBE credit is **\$3,000**.

Sub: POWERLOGICS INC - F593113412				Tier - 01			
423810 - Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers	220 - MATERIAL SUPPLIER - WHOLESALE	1/8/2014	\$5,000.00	\$3,000.00	0.14%		SUBMITTED
Sub Total			\$5,000.00	\$3,000.00	0.14%		

➤ Click **Save** button when done

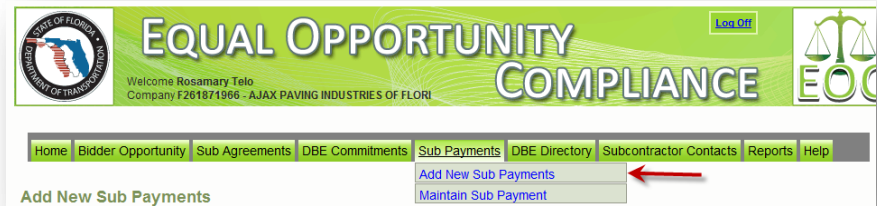


7.2 REPORT 60% CODE DBE SUBPAYMENT

On the payment side, if the user has a material supplier code, the system **does not** calculate the **60%**. Therefore, the user will have to manually put in the **60% in the payment detail** for **DBE credit**.

To obtain the 60% for DBE credit on the payment side, please perform the following steps:

- Select the **Sub payments** tab
- Select the **Add New Sub payments**



- Enter **Contract ID** in the contract id box

The screenshot shows a form titled 'Step 1: Select Contract'. It has a 'Contract ID' field with the value 'E7G64' and a 'Select a Contract Category' dropdown menu. A green 'Get Contracts' button is at the bottom right.

- Select **Get Contracts** button



- **Select** the contract id by clicking on it

The screenshot shows the 'Add New Sub Payments' page with a table of contracts. A red arrow points to the 'Contract ID' column header.

Contract ID	Description	Lead Project	Execution Date	Status	Summary
E7G64	US 19 RESURFACING	40373115201	2/24/2011	OPEN FOR REPORTING	

- Click on the **Sub**

Step 2: Select Sub Agreement

Sub	Sub Vendor ID	Hired By	Tier	Summary
JASONS HAULING INC	F593219239	AJAX PAVING INDUSTRIES OF FLORI	01	
ROAD RUNNER HIGHWAY SIGNS INC	F650506853	AJAX PAVING INDUSTRIES OF FLORI	01	
ROMINE CONSTRUCTION LLC	F208136493	AJAX PAVING INDUSTRIES OF FLORI	01	

Showing items 1-3

- Enter **Payment amount** in the Total payment amount field. Next, select **Add Payment detail** button and then enter the actual 60% amount in the DBE credit amount as shown in the diagram below.

Step 3: Add New Payment Information for Sub Agreement with: POWERLOGICS IINC

Contract ID: E1J09 Sub: POWERLOGICS INC Tier: SUB TIER 1 Hired By: AJAX PAVING INDUSTRIES OF FLORI

Add Payment Summary

Payment Date: 01/08/2014 * Work Perform: 013 * Work Performed End Date: 12/05/2013

Work Complete Date: Zero Dollar Payment Reason: Select Zero Payment Reason

Total Payment Amount: 4000 Payment Type: REGULAR

Retainage Amount: Select SIM Pay Estimate

Add Payment Detail

Payment Detail

☐ Delete ☒ Submit NAICS: 423610 - Electrical Apparatus and Equipment Specialty Code: 220 - MATERIAL SUPPLIER - WHOLESALE DBE Credit Amount: 2400*

Comment: You have 300 characters left.

Save **Reset**

Annotations:

- user puts in the actual payment amount (points to Total Payment Amount field)
- user needs to manually put in the 60% in the DBE credit (points to DBE Credit Amount field)

NOTE: For DBE Credit on the Payment side, user has to manually put in the 60% amount in the payment detail section as the system does not automatically calculate it.

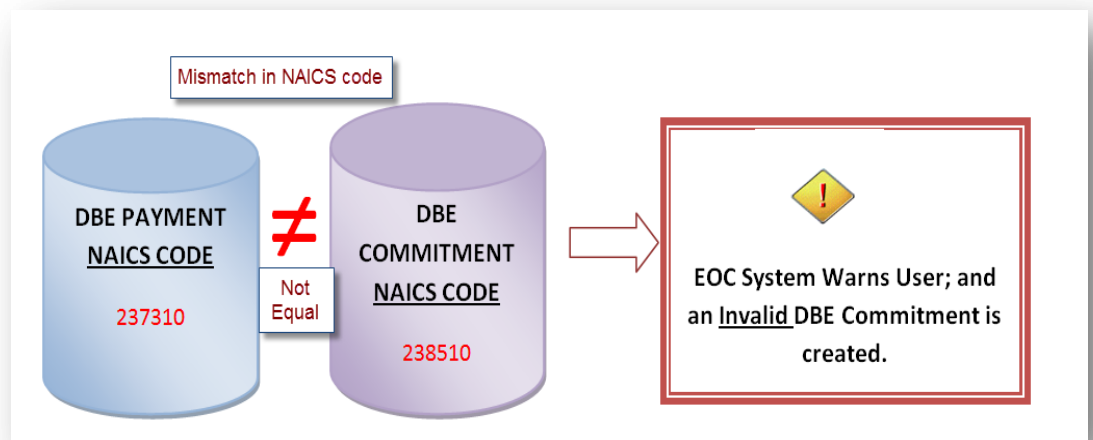
- Click **Save** button when done



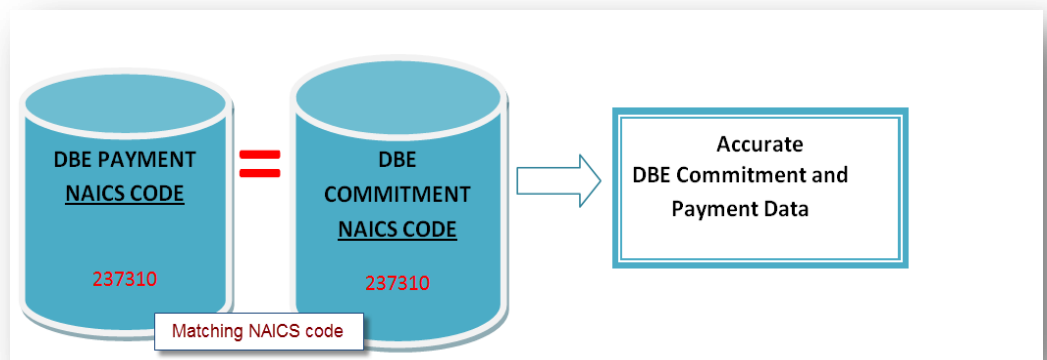
8.0 CONCEPT OF PAY ADJUSTMENTS IN EOC

Pay adjustments are created in the DBE Commitment section when a payment is made to a DBE Sub; therefore this is applicable to DBE Subs only. There are three ways in which payment adjustments are created in the **DBE Commitment** section in EOC:

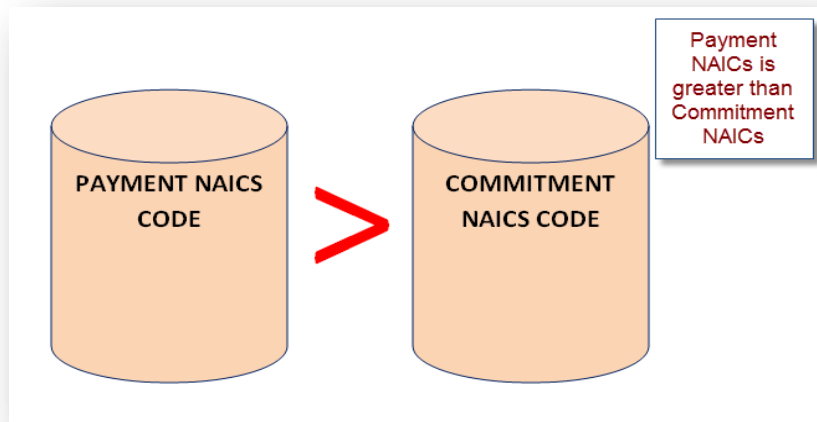
- 1) If there is a **mismatch of the NAICS code** between a **DBE Payment** and **DBE Commitment** record. If user reports a DBE Payment with the NAICS code that **does not match** what is in the DBE Commitments section, the system will warn the user and create an **invalid** DBE Commitment through a pay adjustment. So please be attentive when you get a warning message.



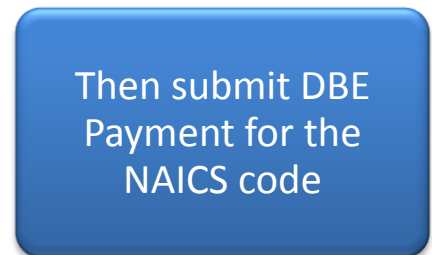
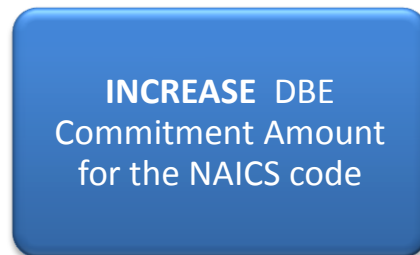
User needs to use the same NAICS CODES for DBE Commitment(s) and DBE Payment(s).



- 2) The second way a pay adjustment is created is when user reports a **DBE Payment** that is greater than the **DBE Commitment** amount for a **particular NAICS code**. User will get a warning message when this occurs.



User needs to Increase the DBE Commitment amount to cover the DBE Payment.



- 3) The third way a pay adjustment is created is when user submits a **DBE Payment first** without initially submitting a **DBE Commitment** for a **particular NAICS code**. User will get a warning message when this occurs.



User needs to first create a DBE Commitment and then report the DBE Payment using same NAICS code.

Create DBE
Commitment Amount
for the NAICS code



Report DBE Payment
with same NAICS code

9.0 LOCAL AGENCY CONTRACTS

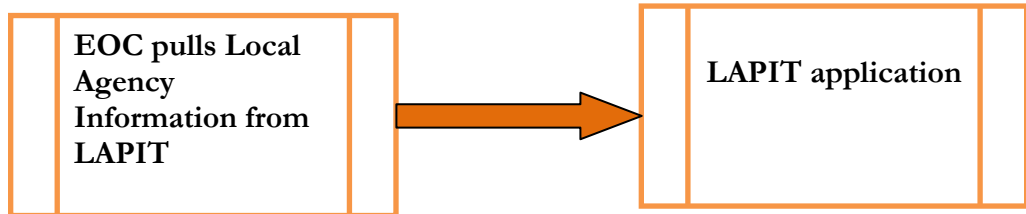
EOC runs a batch program to pull **Local agency contracts** from an application called **LAPIT**. Certain key information needs to be present in LAPIT for it to appear in EOC. The **local agency** is responsible for inputting the key information into **LAPIT**.

This information is:

- + **Local Agency Contract Number**
- + **Prime Name and Federal Tax id Information**
- + **Local Agency Contract Execution date**
- + **Contract Amount**

NOTE: If any of this information is missing in LAPIT, the Local agency agreement will not be available in EOC.

Once this information is entered in LAPIT, then the lap agreement will appear in EOC for the **Prime Contractor/Consultant** to submit their DBE reporting.



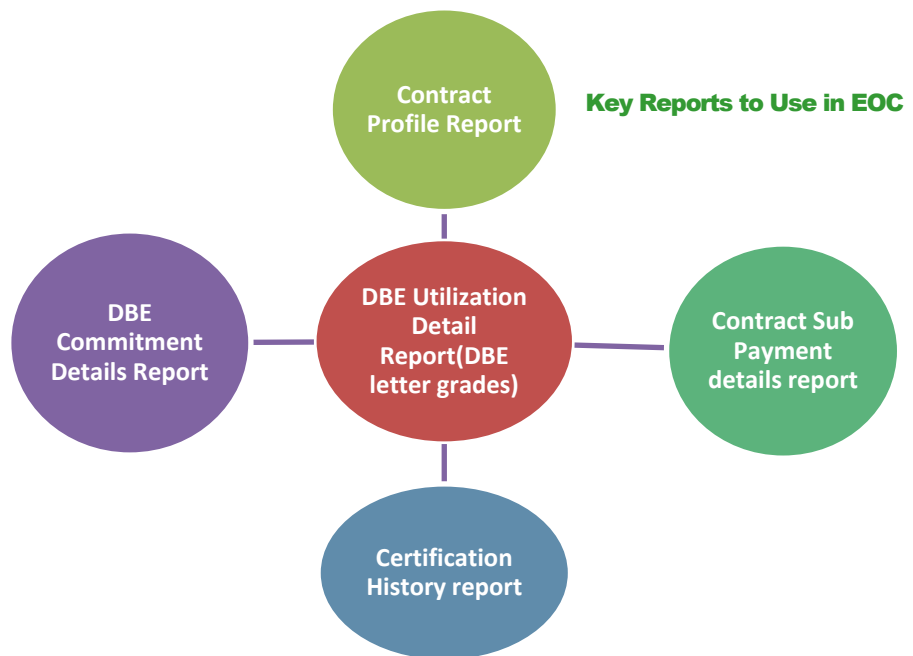
10 REPORTS

Users can run different reports in EOC by selecting the Reports tab. Reports display EOC data that has been submitted by the user.



10.1 KEY REPORTS

Below is a listing of reports that are helpful to the EOC user. These reports will assist user to track their DBE Commitment percentage, DBE payments, DBE grades and overall contract data.



- ❖ Below are the steps outlined on how to run the different EOC reports:

1) Contract Profile Report: This report allows you to view contract details for a specific contract. It gives detailed information such as general contract information, contract amounts, DBE commitments and DBE sub payments.

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)

[Contracts Not Reported Active](#)

[Contract List Report](#)

[Contract Profile Report](#)

[Contract Payment Comparison Report](#)

Report Criteria for the Contract Profile Report

Contract ID:

[Submit](#)

To run the report, complete the following steps:

- Enter Contract ID
- Click Submit

Report Output

Table of Contents for Contract [REDACTED]

1. Contract Details	1
2. Contract Primes	2
3. Contract Amounts	3
4. DBE Commitments	4
5. Subpayments	5

2) Contract Commitment Details Report: The user can view DBE Commitment details such as work type & DBE percentage for a specific contract. This is similar to the DBE Anticipated statement.

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)

[Contracts Not Reported Active](#)

[Contract List Report](#)

[Contract Profile Report](#)

[Contract Payment Comparison Report](#)

DBE Commitments

[Contract Commitment Details Report](#)

[Contracts With No Commitments Report](#)

[DBE Utilization Summary Report](#)

[DBE Utilization Detail Report](#)

Report Criteria for the Contract Commitment Details Report

Contract ID:

[Submit](#)

To run the report, complete the following steps:

- Enter contract ID
- Click Submit

Report Output

NAICS Description	Specialty Code	Date Submitted	Commitment Amount	DBE Credit Amount	% Of Contract	Date Reported	Current Status
Sub: [REDACTED]	[REDACTED]				Tier - 01		
23710 - Highway, Street, and Bridge Construction	506 - ASPHALT RUBBER BINDER	12/13/2012	\$2,000.00	\$2,000.00	0.23%		ACCEPTED
238990 - All Other Specialty Trade Contractors	706 - OBJECT MARKERS AND DELINEATORS	3/1/2012	\$52,722.75	\$52,722.75	6.17%	3/1/2012	READY
Sub Total			\$54,722.75	\$54,722.75	6.41%		
Contract Total			\$54,722.75	\$54,722.75	6.41%		

3) DBE Utilization Detail Report: This report provides the user a snap shot of their DBE utilization letter grades. This DBE Utilization report is based off the **DBE Commitments** that are reported in EOC. This is why we strongly encourage our EOC users to submit DBE commitments for their Subs as this will have an impact on their DBE letter grades.

To run the report, complete the following steps:

- Select Contract Category
- Fill in Report Begin Date and End Date
- Fill in Fund type
- Click Submit button

IAICS	Specialty Area	Report Output	DBE Credit	DBE %	Reporte
	Contract Dollars: \$504,665.81		\$25,361.00	5.03%	
252717557 - HIGHWAY STRIPING INC	Tier: 01			5.03%	
37310 - Highway, Street, and Bridge Construction	OTHR - Other Specialty Code		\$25,361.00		11/19/20
	Contract Dollars: \$0.00		\$3,609.90	> 100%	
201154043 - QUALITY CONSTRUCTION PERFORMANCE INC	Tier: 01			> 100%	

4) Contract Sub Payment Details Report: User can view payments, the NAICs and Specialty area, total payment amounts, and date reported information.

Home | Maintain Users | DBE Directory | Reference Tables | Federal Reporting Admin | Data Management | Reports

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)
[Contracts Not Reported Active](#)
[Contract List Report](#)
[Contract Profile Report](#)
[Commitment Payment Comparison Report](#)

DBE Commitments

[Contract Commitment Details Report](#)
[Contracts With No Commitments Report](#)
[DBE Utilization Summary Report](#)
[DBE Utilization Detail Report](#)

Executive Board

[Executive Board Report](#)
[Executive Board Active Report](#)

Other

[Federal Uniform Report](#)

Sub Payment

[Closed Contract Sub Payments Report](#)
[Contract Sub Payment Details Report](#)

Report Criteria for the Contract Sub Payment Details Report

Contract ID:

Begin Date:

End Date:

Submit

To run the report, complete the following steps:

- Enter Contract ID
- Enter begin & end dates (optional). You can leave the dates blank
- Click Submit

NAICS Description	Specialty Area	Credit Amount	Date Submitted	Date Reported	Current Status
Tier: 01 Hired By: [REDACTED]					
DBE Credit: \$28,938.96					Report Output
Payment Date: 10/22/2012	Service From: 09/17/2012 Service To: 10/21/2012 Work Complete: [REDACTED]	Final Payment: N			
Total Payment Amount: \$10,730.00	Retainage Amount: \$0.00 Zero Payment Reason: [REDACTED]				
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$0.00	11/05/2012	11/05/2012	SUBMITTED
Payment Date: 09/20/2012	Service From: 07/16/2012 Service To: 08/19/2012 Work Complete: [REDACTED]	Final Payment: N			
Total Payment Amount: \$2,935.28	Retainage Amount: \$0.00 Zero Payment Reason: [REDACTED]				
237310-Highway, Street, and Bridge Construction	700-HIGHWAY SIGNING	\$2,935.28	10/22/2012	10/22/2012	READY
Payment Date: 08/29/2012	Service From: 07/01/2012 Service To: 07/31/2012 Work Complete: [REDACTED]	Final Payment: N			
Total Payment Amount: \$10,827.42	Retainage Amount: \$0.00 Zero Payment Reason: [REDACTED]				
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$10,827.42	08/29/2012	08/29/2012	READY
Payment Date: 07/19/2012	Service From: 06/01/2012 Service To: 06/30/2012 Work Complete: [REDACTED]	Final Payment: N			
Total Payment Amount: \$5,465.35	Retainage Amount: \$0.00 Zero Payment Reason: [REDACTED]				
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$5,465.35	07/19/2012	07/19/2012	READY
Payment Date: 04/05/2012	Service From: 02/01/2012 Service To: 02/29/2012 Work Complete: [REDACTED]	Final Payment: N			
Total Payment Amount: \$9,710.91	Retainage Amount: \$0.00 Zero Payment Reason: [REDACTED]				
238990-All Other Specialty Trade Contractors	710-PAINTED PAVEMENT MARKINGS	\$9,710.91	04/05/2012	04/05/2012	READY

5) Certification History Report: User can view certification information for a specific firm to view the NAICS that the sub is certified in and when their certification was removed.

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)
[Contracts Not Reported Active](#)
[Contract List Report](#)
[Contract Profile Report](#)
[Commitment Payment Comparison Report](#)

DBE Commitments

[Contract Commitment Details Report](#)
[Contracts With No Commitments Report](#)
[DBE Utilization Summary Report](#)
[DBE Utilization Detail Report](#)

Executive Board

[Executive Board Report](#)
[Executive Board Active Report](#)

Other

[Federal Uniform Report](#)

Sub Payment

[Closed Contract Sub Payments Report](#)
[Contract Sub Payment Details Report](#)

Vendor

[Certification History Report](#)

Report Criteria for the Certification History Report

Vendor ID: [Search Vendors](#)

- OR -

Vendor Name:

[Submit](#)

To run the report, complete the following steps:

- Enter Vendor ID(e.g.F000000000) or Vendor Name
- Click Submit

NAICS	Certification Status	Certification Begin Date	Certification End Date	Report Output
Vendor Overall Certification Status: CERT Begin Date: 01/26/2005 End Date: 01/03/2011				
238990	CERT	01/26/2005	01/03/2011	
Vendor Overall Certification Status: REMOVED Begin Date: 01/04/2011 End Date: 05/02/2011				
238990	REMOVED	01/04/2011	05/02/2011	
Vendor Overall Certification Status: CERT Begin Date: 05/03/2011 End Date: .				
238990	CERT	05/03/2011		

6) Bidder Opportunity List Report: User can view what they have submitted for their bidders list. The report shows information such as subs listed on the bidders list and their specialty area.

Reports

Report Menu

Bidder Opportunity

[Bidder Opportunity List Report](#)

Contract

[Contracts Not Reported](#)

[Contracts Not Reported Active](#)

[Contract List Report](#)

Report Criteria for the Bidder Opportunity List Report

Proposal ID / LAP Agreement ID:

Submit

To run the report, complete the following steps:

- Select Contract Category and Proposal ID
- Click Submit

Bidder Opportunity List Report

EOC

Prime Vendor: [REDACTED]

Proposal ID: [REDACTED]

Bidder Opportunity List Not Submitted

Sub Vendor ID	Sub Vendor Name	Specialty Area
[REDACTED]	JENKINS PAINTING INC	
		515 - PIPE HANDRAIL FURNISHING, ERRECTING, AND PAINTING
		56X - BRIDGE PAINTING (INCLUDES 561, 562)

10.2 Other Useful Reports

❖ Other useful reports listed in the reports tab include:

1) Commitment Payment Comparison Report: User can compare Payments & DBE Commitments that have been submitted in EOC for a specific contract. It compares the two and lists the difference.

Total DBE Commitment Credit	Total DBE Payment Credit Amount
\$52,722.75	\$15,580.45

SUB AGREEMENT TOTALS					
Sub	TIER	Hired By	DBE Commitment Credit Amount	DBE Payment Credit Amount	Difference
HIGH TECH STRIPING INC	01	[REDACTED]	\$52,722.75	\$15,580.45	\$37,142.30


NAICS TOTALS			
NAICS	DBE Commitment Credit	DBE Payment Credit	Difference
Sub: [REDACTED] HIGH TECH STRIPING INC Tier: 01 Hired By: [REDACTED]			
237310-Highway, Street, and Bridge Construction	\$0.00		\$0.00
238990-All Other Specialty Trade Contractors	\$52,722.75	\$15,580.45	\$37,142.30

To run the report, complete the following steps:

- Enter Contract ID
- Click Submit

2) Contracts Not Reported: User can view the firm's contracts that have not been reported to the Executive board and federal highway. The Report displays information such as contract ID, prime, financial project #, Fed%, contract amounts and date information.

Contract	Prime	Primary Project	Fed %	LTD Reported Contract Amount	Contract Amount Not Yet Reported	DBE Credit Not Yet Reported	Exection Date	Completed Date
		428714-1-72-01		\$0.00	\$38,200.00	\$0.00	06/03/2010	06/30/2010
		421656-1-52-01	100.00%	\$2,219,385.97	-\$48,682.05	\$477,113.50	12/08/2010	04/25/2012
		227921-2-52-01	100.00%	\$1,666,445.18	\$82,847.34	\$4,702.21	05/24/2011	10/12/2012


Report Output

To run the report, complete the following steps:

- Select District
- Select the Funding Type(specifies whether it a federal or state project)
- Click Submit

3) Contract List Report: User can view their list of contracts that have executed or been released or granted notice to proceed or even completed.

Contract Category: 'CONST'									
District : ALL									
Contract	Prime ID	Prime Name	Primary Project	Awarded Amount	Execution Date	NTP Date	Date Completed	Fed %	
			427651-1-52-01	\$3,091,087.65	10/12/2012	11/13/2012		100.00%	

Report Output

To run the report, complete the following steps:

- Select the Contract Category
- Select Contract Status
- Select Funding Type
- Select Date to use selection
- Select Dates
- Click Submit

4) Contracts with No Commitments Report: Enables user to view the contracts that do not have any DBE participation.

Florida Department of Transportation Contracts with No DBE Participation Selection Criteria: DBE Code: N Funding Type: ALL District: 01									
Report Output									
Contract	DBE Participation	Execution Date	FED %	Status	Reason	Contract Amount	Contingency Amount	FHWA Report Date	Category
Prime Vendor: A-1 FLORIDA SOD, INC. - F268297774									
E1M27	DBE Participation not yet determined	03/12/2013		Ready		\$65,000.00	\$0.00	11/27/2013	MAINT
Prime Vendor: AIM ENGINEERING & SURVEYING - F66197775									
C2C08	DBE Participation not yet determined	10/23/2013		Do Not Report	POSTPONE	\$1,500,000.00	\$0.00		CNSLT
		10/23/2013		Do Not Report	POSTPONE	\$1,468,428.00	\$0.00		CNSLT
		10/23/2013		Do Not Report	POSTPONE	\$73,572.00	\$0.00		CNSLT

To run the report:

- Select the Contract Category, District, funding type
- Click **Submit**

5) DBE Utilization Summary Report: Enables user to view the DBE utilization summary, it lists the contract amount, DBE credit, DBE% and completion date for the firms contracts.

Amount	DBE Credit	DBE %	Completion Date
\$504,665.81	\$25,361.00	5.03%	
\$0.00	\$3,609.90	> 100%	
\$0.00	\$34,945.32	> 100%	1/3/2012
\$1,615,801.98	\$130,750.50	8.09%	
\$2,120,467.79	\$194,666.72	9.18%	

Report Output

To run the report, complete the following steps:

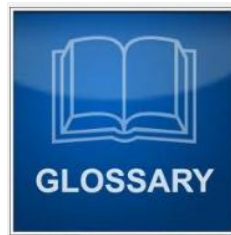
- Select Contract Category
- Fill in Report Begin Date and End Date
- Fill in Fund type
- Click Submit button

6) Closed Contract Sub Payments Report: User can view contracts that have been closed for a specific time period. It outlines information such as contract ID, district, execution date, contract amount and federal %, DBE credit amounts.

									Report Output		
Contract ID	District	Contract Category	Execution Date	Federal %	Contract Award Amount	Current Contract Amount	Current Federal Contract Amount	Current State Contract Amount	Dbe Credit Amount	Federal DBE Credit Amount	State DBE Credit Amount
	01	CONST	02/26/2010	0.00%	\$929,836.00	\$887,344.78	\$0.00	\$887,344.78	\$0.00	\$0.00	\$0.00

To run the report, complete the following steps:

- Fill in Begin and End release dates
- Click Submit button



TERM	DEFINATION
EOC	Equal Opportunity Compliance is a web based system used to manage DBE/MBE reporting and ensure contract compliance.
Bidders Opportunity List	A list that contains bidders information for ALL Subcontractors or Subconsultants who quoted the Prime on DOT projects for letting. It includes both DBEs and non-DBEs . This is now submitted in the EOC system.
Sub Agreement	This is a listing of your Subcontractors or Subconsultants. In EOC, this is where the Prime will initially <u>setup</u> up both DBEs and non-DBEs (MBEs) before reporting DBE Commitments, DBE/MBE Subpayments.
DBE Commitment	This is a Subcontract (Sublet) between the Prime and DBE Subcontractor/Subconsultant . This is where the Prime will list the percentage (DBE dollars) of work performed by the DBE Sub. It is also referred to as the Anticipated DBE Participation . This portion is only applicable to DBE Subs. Note: The <u>Primes DBE Letter grades</u> are based off the <u>DBE Commitment</u> reported in EOC.
Sub Payment	A payment made to the Sub by the Prime.
Tier	This is the level in which Sub is hired.
Subcontractor Contacts	This is like a black book or address book that stores subcontractors or sub-consultants that are used most often.
NAICs code	The North American Industry Classification or NAICS is a six digit code used by business and government to classify business establishments according to type of economic activity.
Retainage	Amount withheld from Subcontractor/Subconsultant.
DBE Directory	A searchable listing of all certified Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) firms eligible to perform work under the federal DBE Program.
DBE	A Disadvantaged Business Enterprise (DBE) is a for-profit, independent small business concern that is: ~At least 51% owned by one or more individuals who are both socially and economically disadvantaged; and ~Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

FAQs

Q: How do I request access to the EOC system as a new user?

Answer: Prime Contractor/Consultant users need to fill out the EOC access form located at-> <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>

Q: I have forgotten my EOC password or my password has been revoked?

Answer: You will need to contact the FDOTservice desk and ask them to reset your mainframe password. The FDOTservice desk can be reached at-> fdot.servicedesk@dot.state.fl.us or call 866-955-4357.

Q: After how many days does the password expire?

Answer: EOC passwords expire every 65 days.

Q: Do I have to report payments for all my Subcontractors/Subconsultants in the EOC system?

Answer: Users are required to report payments to DBE and MBE Subs. It's optional to the Contractor to report payments to Subs that are neither MBE nor DBE.

Q: I submitted my payment or commitment to FDOT but I need to make revisions?

Answer: You can create an adjustment record to increase your existing DBE commitment/Payment. (Reference the manual on how to make adjustments).

Q: I need assistance with using the EOC system?

Answer: Contact the EOC helpdesk at-> EOOhelp@dot.state.fl.us.

Q: When do I setup my DBE Commitment or DBE Percentage for my DBE Subs?

Answer: After the Prime has been awarded a contract, they are required to setup their DBE Commitment/DBE Percentage for their DBE Subs in EOC.

Q: I don't have any DBE Subs on my Project, what do I need to do in EOC?

Answer: You will need to report Zero DBE Utilization in EOC under the DBE Commitments tab. (Reference the manual on how to submit Zero DBE utilization).

Q: My local agency contract(s) is missing in EOC?

Answer: That is because key Information is missing from the source system called LAPIT. The key information such as :

1) Local agency contract#, 2) Prime name/Federal tax id #, 3) Local agency contract execution date
4) Contract amount. This information needs to be entered in LAPIT by the local agency. Once this information is present LAPIT, EOC will upload the contract successfully.

Q: I don't know what work type (NAICS/Specialty code) that my DBE Sub is performing on the project?

Answer: Contact your Project manager for the work type the Sub is performing.





Link to the EOC System

<https://www3.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/LogIn?ReturnUrl=%2fEqualOpportunityCompliance%2f>

EOC Computer Based Training

<http://wbt.dot.state.fl.us/ois/EOComplianceCBT/index.htm>

EOC Quick Reference Guide

<http://www.dot.state.fl.us/equalopportunityoffice/EOC%20RCS%20User%20Manual/Contractor%20Quick%20reference.pdf>

EOC Help desk

EOOHelp@dot.state.fl.us

EOC SYSTEM HOURS OF OPERATION

All times are Eastern Time (GMT -05:00)

Monday- Friday 6am - 9pm

Saturday 6am - 7pm

Sunday: Not Available